

**VALE Executive Committee  
FY25 Budget Meeting Minutes**

Thursday, January 25 | 1 pm - 3 pm | Virtual via Zoom

[Meeting Document Folder](#)

**In attendance:** Ali Cole (VALE), Isabel Gray (Camden County College), Ana Fontoura (FDU), Taras Pavlovsky (TCNJ), Dianne Mizzy (Montclair), Ann Hoang (NJIT), Marilyn Ochoa (Middlesex), Caitlin Kaplan (Edge), Muhammad Hassan (Kean), Rob Hilliker (Rowan), Janet Hauge (ACCC), Brett Bonfield (NJLA), Consuella Askew (Rutgers)

**Absent:** Donna Rosinski-Kauz (OCC), Kurt Wagner (Monmouth), Ralph Bingham (LLNJ), Leigh Keller (Ramapo), Maria Barratta (NJSL), Jen Nelson (NJSL)

**I. Call To Order**

- A. 1:07 pm quorum reached. AH called the meeting to order.

**II. Operations Expenses**

- A. All areas/committees were asked to submit budget requests to TP by 1/12/24. AC & DRK joined TP in preliminary planning process and assumptions.
- B. In the FY25 budget there are 5 variables that need EC input. The scenarios consider the 2 larger variables (Strat Planning Consultant and Conference Venue).
- C. TP shared preliminary budget sheet and reviewed each line of operations expenses. In the second expense scenario, the \$15k for Strategic Planning was removed.
- D. Users' Conference (NJAL Conference) Scenario
  - 1. Assumptions: F2F @ Middlesex; Did not increase supplies or printing lines; Travel & line is linked to keynote, total is \$3,500 (keynote did not accept either);
  - 2. Facilities rental – paid nothing for actual venue rounded up to \$500 for misc. charges based on the 2024 conference cost (\$400 something). Rutgers venue budget estimated at \$3,700.
- E. OER Initiative
  - 1. Though no longer a VALE initiative, this is the former category for OpenNJ, SobekDigital software. This year we are not paying because Middlesex picked up the bill. This will be in the Computer Software line for FY25.
- F. The four main expense scenarios, comparison to FY24 budget, and effect on service fee reviewed. Currently there are four main scenarios accounting for the larger budget items (conference venue, Strategic Planning) and three lower variable decisions (Sponsorships; Funding OpenNJ; PM Travel Budget).

**III. Revenues**

- A. Assumptions: Free F2F conference; Conservatively consistent sponsorships; Return the surplus to the budget rather than to the reserves; Proposed for VALE to cover the gap for the Bloomfield College service fee; We will be substantially underspent for FY24.

Budget Scenario	Assumptions	Service Fee %	% Change Service fee
1A	Strat Plan Consultant Funded; F2F @ Middlesex	3.8666	-0.60%
2A	No Strat Plan Consultant; F2F @ Middlesex	3.5469	-8.82%
1B	All requests funded; F2F @ Rutgers (or other)	3.9348	1.15%
2B	No Strat Plan Consultant; F2F @ Rutgers (or other)	3.6151	-7.06%

#### IV. Discussion

##### A. Strategic Planning Amount:

1. MNO – last time Strategic Planning was done was about ten years ago and the budget was around \$5k. We have not yet secured a consultant, but we need someone to meet our abbreviated timeline.
2. JH - If we approve...we need to be prepared to prove the value to MC, it is a lot of money and affects member fee.

##### B. Conference Venue:

1. TP – it was run as a separate scenario because this decision would take the venue out of the hands of the Planning Committee. Delta of \$3k is not monetarily that significant – the more expensive option raises the service fee by .06%. More of a conceptual difference.

##### C. Scenario Discussion:

1. JH for 1B - I like the idea of members benefitting from the surplus, I don't think this amount of increase would be an issue.
2. RH for 1A – We don't need to break tradition and dictate to the conference committee. Committee would need to have EC approve the venue anyway.

##### D. Sponsorship & PM Travel:

1. AH against increasing sponsorship and PM Travel – It is not a lot of money, but it is a 50% increase. \$6,500 travel for PM – I understand AC's need to travel and attend conferences. Charleston is annual, ACRL is biannual, PM does not need to attend both, vendor attendance is similar.
2. TP – all three of these variables will be voted on. Only sponsoring ACRL takes away our ability to sponsor other organizations. Re: PM Travel budget, the budget you see is based on three conferences (ACRL, NJLA, ICOLC) – Charleston was not included. It also includes regional travel. If reduced, either ICOLC or ACRL would not be included. Can we afford it is the question.

#### V. Polls

- A. Fund Strategic Planning Consultant - \$15,000. **Approved**
  1. Yes 10/11; No 1/11; Abstain 0/11.
- B. Fund OpenNJ (SobekDigital). **Approved**
  1. Yes 9/11; No 1/11; Abstain 1/11
  2. Note new line for FY25 – Computer Software
- C. Sponsorships Budget (ACRL, Code4Lib, etc). **\$1,000 Approved**

1. \$1k 7/11; \$2k 2/11; \$0 1/11; Abstain 1/11
- D. Increase PM Travel / Conference Attendance Budget. **Approved.**
  1. Yes 9/11; No 2/11; Abstain 0/11
- E. Conference Venue Budget. **Middlesex Approved.**
  1. Middlesex (or other no/low-cost venue) 9/10; Rutgers (or other) 1/10; Abstain 0/10
- F. PD Task Force Budget - \$2,600. **Approved.**
  1. CA provided background information. RB gave number of \$2,600 for an additional module or workshop to focus on Academic Libraries. This would be for Fall 2025. Fall 2024 program is already set, this would give them time to create something new/add to the program.
  2. TP – if this is for Fall 25, it belongs in FY26 Budget not FY25. TP – for the purposes of this meeting let's assume it's for FY25.
  3. Yes 10/11; No 1/11; Abstain 0/11
- G. Carry Surplus from FY24 to FY25. **Approved.**
  1. All of today's scenarios assume that the surplus is returned to the budget. This is an accounting question. It is anticipated to be more than \$10k, anything over can go into reserves.
  2. Yes (carry as assumed in scenarios) 9/11; No (put in reserves, all scenario service fees go up roughly .1%) 0/11; Abstain 2/11

## VI. Discussion & Next Steps

- A. TP will incorporate changes and send a draft budget to EC to vote on. Assumed 10k under budget in FY24 would be returned to budget for FY25 vote and scenarios. Need to discuss this if it is much over the assumed 10k. Anything over that can go into reserves.
- B. TP – question: Montclair State. Bloomfield will not exist as an entity for FY25, VALE will cover the Service Fee (about \$788). Reserves will be used for this. Operating assumption is to eat the fee. This is how it has been done in the past. Precedent set with UMDNJ and Rowan College. Alternatively, it can be stuck to the remaining institution (MSU).
- C. Next EC Meeting: Thursday, February 22, 2024.
  1. Thursday, March 28: MC at 10 am, EC at 1 pm.